

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



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WORKFORCE INVESTMENT NOTICE: 15-08

TO: WORKFORCE INVESTMENT AREAS

FROM: David Tremblay, Administrator-State Workforce Investment Office

SUBJECT: Tracking Non-Low Income Youth

DATE: December 1, 2015

1. **PURPOSE.** To issue policy and procedures regarding tracking the enrollment of non-low income youth into Workforce Innovation and Opportunity Act (WIOA) programs.
2. **REFERENCE.** WIOA Section 129(3)
3. **ACTION REQUIRED.** WIOA (Section 129(3)) allows for a limited number (no more than 5% in each local area) of other-wise eligible youth who are not low income to enroll in the WIOA Youth program.

In order to avoid potential questioned costs regarding the enrollment of non-low income youth participants, the Department of Labor and Training has instituted the following process to track the number of participants enrolled in accordance with that section of the law.

Effective immediately, each local area is to notify SWIO when a determination has been made to enroll a non-low income youth. This notification will take the form of an email sent to the SWIO program monitor. The message must include the individual's EmployRI unique identifier, the amount of the total family income for the previous six-months, the identified barrier and the name of the person making the determination.

On a monthly basis, the SWIO program monitor will run a detailed case management report in EmployRI to verify that no additional individuals have been enrolled under the exception and to track the total number of participants against the number and percentage of those enrolled under the exception. The path to follow to run the report is:

- Below is a screenshot of the resulting report:

- Program Year: 07/01/2014 - 06/30/2015

By clicking on the hyper-linked numbers, more detailed information regarding the participants (such as State ID, Name, Office, Case Manager, Enrollment Date, Exit and Closure Dates, Exception or Limitation) will appear. Here is a screenshot:

- LWIA/Region: Workforce Partnership of Greater RI
- Program Year: 07/01/2014 - 06/30/2015
- Youth Group: Out School
- 5% Youth

Total : 3

The monitor will review the results and notify the local area if they are approaching the 5% exception limitation.

4. INQUIRIES. Questions concerning this WIN may be directed to the State Workforce Investment Office Administrator at 462-8812.